

NOTICE FROM THE CHESTERFIELD CIRCUIT COURT CLERK'S OFFICE

Dear Record Room/Deed Recording Customer:

On March 27, 2013, Chesterfield County made an abrupt decision to transfer seven (7) county employees from the Criminal Division of the Clerk's Office to the Judges' Chambers. The Clerk's Criminal Division is responsible for the management and processing of criminal case records and is critical to law enforcement and public safety in the County. Due to the reductions in personnel, it was necessary that the Clerk alter recording hours and reallocate staff from other divisions within the Clerk's Office to stay abreast of the workload in the Criminal Division.

Effective July 1, 2013, recording hours were reduced. Customers should expect delays in recordings of land records, UCC filings, judgments and other such instruments. **There is currently a backlog of more than a month in processing land records submitted by mail. It is recommended that time-sensitive recordations be submitted in person during posted recording hours.**

We sincerely regret any inconvenience that may occur as a result of these actions. Thank you in advance for your patience and understanding. Any comments or concerns should be directed to the Chesterfield County Administrator and/or the Chairwoman of the Board of Supervisors who are listed below:

County Administrator

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Bermuda District

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